



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHs
JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Senior Accountant – Time Deposit
Division: State Portfolio and Banking
Salary: Commensurate with experience
Classification: Union – IFT/Teamsters
Location: Springfield, Illinois

Overview: The Senior Accountant performs complex accounting procedures that include but are not limited to the following duties: reviews requests for additional state funds, computes collateral required, calculates loan/deposit ratio, and verifies the institution's "safety and soundness" status, reconciles each database to the time deposit system, and provides administrative direction in the compliance of the Treasurer's loan/deposit ratio policy. In addition, this position is responsible for ensuring adherence to all internal procedures, office policies and Illinois law including compliance with all internal and external audit controls.

Duties and Responsibilities:

- Reviews and releases financial transactions generated by staff in the Time Deposit Section related to the deposit and collateralization of state funds in approved financial institutions
- Observes workflow within the Time Deposit Section and assists in the training of Time Deposit staff
- Works in conjunction with management to keep the Time Deposit staff updated and current on any revisions to workflow, system updates, and changes to lending program guidelines
- Provides daily communication and assistance to financial institutions regarding the status of their deposits (i.e. new funds, renewal or withdrawal of maturing funds, and withdrawal of funds due to non-compliance)
- Researches and responds to complex inquiries and requests generated by financial institutions, safekeeping institutions, Illinois State Treasurer's Office staff, other Illinois State agencies, and internal or external auditors
- Creates complex reports/databases for investment of state funds (i.e. computation and/or verification of collateral requirements, calculates loan/deposit ratio, verifying the institution's "safety and soundness" status, compliance to program guidelines and rate setting policies)
- Assists with research, testing and implementation of ways to improve the efficiency of the Time Deposit Section through the use of new processes, procedures and/or systems
- Maintains the integrity of the Illinois State Treasurer's Office Information System as it applies to time deposit transactions by insuring the timeliness and accuracy of all input to this system
- Reviews and reconciles discrepancies and/or exceptions between all systems, spreadsheets, and institutions doing business with the Time Deposit Section of the Illinois State Treasurer's Office
- Performs other related duties as assigned which are reasonably within the scope of the job duties of the position

Requirements/Qualifications: Bachelor's degree in accounting/finance/business or related field; four (4) or more years of experience in banking or accounting related work; OR any equivalent combination of training and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Director of Human Resources at HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

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